

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**PURCHASING AGENT  
FINANCE DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs advanced technical and professional work in procuring equipment, materials, and supplies for the City. Employee reports to the Purchasing Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for procuring assigned commodities that meet prescribed specifications for departments and divisions of the City. Work also involves purchasing warehouse inventory items, soliciting bids, authorizing purchases, establishing procedures, and overseeing term contracts. Work is performed according to standard procedures, but the employee is expected to use substantial initiative and independent judgment in accomplishing assigned objectives. Work also involves overseeing departmental operations in the absence of the Director, including training, assigning and reviewing work, coordinating activities and maintaining standards. Work is performed under limited supervision of the Purchasing Director.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Performs procurement functions involving receiving, reviewing and processing purchase requisitions for items costing less than \$90,000 (or the current limit as established for informal bids as specified in N.C. Gen. Stat. § 143-131).

Computes costs and evaluates the quality and suitability of supplies, materials, and equipment.

Solicits and evaluates bids, analyzing proposals for specification compliance; prepares bid packages; makes award decision and establishes contract.

Monitors and procures commodities to replenish warehouse inventory with emphasis on waterline accessories.

Authorizes "telephone request" purchase orders for routine purchases exceeding \$500.

Establishes, maintains and monitors term contracts for routinely purchased commodities.

Assists in disposal of City-owned property.

## **PURCHASING AGENT**

Assists in the preparation of annual budget proposals in coordination with Purchasing Director, including analyzing past expenditures to determine needs.

Performs research on particular commodity areas; determines new commodities to be added to warehouse inventory.

Resolves procurement problems and negotiates returns and exchanges.

Prepares letters, reports and other documents related to purchasing.

Assumes the responsibilities of the Purchasing Director in his/her absence.

## **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of modern governmental purchasing principles, methods, and procedures; and, the laws related thereto.

Thorough knowledge of the various grades, quality standards, and sources of supply and price trends for assigned commodities.

Considerable knowledge of office practices and procedures.

Considerable knowledge of the principles and methods of inventory control and record keeping.

Considerable knowledge of the current literature, trends, and developments in the field of governmental purchasing.

Considerable knowledge of modern computer operations and software utilized to maintain records of supplies and materials purchased.

Ability to summarize, compile and tabulate narrative and numerical material.

Ability to analyze and record information and to balance figures.

Ability to be resourceful in gathering and giving departmental information.

Ability to answer most inquiries and questions concerning purchasing independently.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

## **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in marketing, business, accounting or a related field, and 3 to 5 years of governmental purchasing or related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

## **PURCHASING AGENT**

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational & Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Exempt  
Salary Grade 15